

Production Calendar

Instructions for Use

The Production Calendar

The purpose of the production calendar is to provide individual deadlines for each phase of production.

How to create a production calendar

- Use calendar software or cut-and-paste photocopies of a calendar.
- Fill in deadlines for every stage of the production process. You may want to write in holidays and staff absences that you know about in advance.
- Ask everyone involved if they will be out of the office for more than a day anytime during the production cycle and plan accordingly.

How to use a production calendar.

- Make copies for all editors and designers.
- Hand out copies to all editors, designers, and anyone else involved with production at the beginning of the production cycle.
- Encourage individuals to add personal work-related deadlines to their own copy.
- The managing editor should check to make sure deadlines are being met.
- Articles can be sent through the system separately or all together. If your designer is a freelancer you may need to keep all the articles together.
- If the schedule works well—everyone has enough time to complete their tasks in the allotted time—use this calendar to plan the next one. If not, make adjustments.

SAMPLE PRODUCTION CALENDAR

September

16	17	18	19 Title Ar- ticles & Brainstorm Art	20	21	22
23	24	25	26	27	28	29
30						
October	1 <i>Art As- signed</i>	2	3 <i>Feature Articles to Designer (Edit 2)</i>	4	5	6
7	8 <i>Departments to Designer</i>	9	10	11	12	13
14	15	16	17 <i>Everything Designed</i>	18	19	20
21	22 <i>Proof 1 Done</i>	23	24 <i>Design 2 Done</i>	25	26 <i>Art Due</i>	27
28	29 <i>Proof 2 Done</i>	30	31 <i>Design 3 Done</i>	November	1 <i>Page PLAN</i>	2
3				3		
4	5	6 <i>Everything to Outside Proof</i>	7	8 <i>Outside Proof Back</i>	9	10
11	12 <i>Final Proof Done</i>	13	14	15	16 <i>Magazine Sent to Pre-Press</i>	17